

NEW TO 4-H?

WELCOME!

Login:

<https://ok.4honline.com/>

Bookmark the site for future use.

Carefully read this help sheet and online instructions.

To establish a *Family Profile* - Select "I need to set up a profile." Record email and password in the box "Profile Account."



Annual 4-H

Programming Fee - A \$20 fee applies to all enrolled youth ages 5-19 and is due within 30 days of enrollment. There is no pro-rated fee based on enrollment date. Families with three or more children enrolled in 4-H will pay a \$60 maximum fee. A family is defined as those children living at the same address.



Oklahoma Family Profile Account

Family Email _____

Family Password _____

Keep account information in a safe place.

Login @ ok.4honline.com

Getting Started...

- ✿ Browser - Use **ONLY** Firefox, Safari or Google Chrome. Safari does not work on a Mac.
- ✿ **Every family will have a single "Family Profile."** Each individual (4-H Member, Cloverbud and Volunteer) will have their own individual profile within the Family's Profile. Enrollment is reviewed and accepted based on the information entered within the family profile. Accurate information will affect communications, notifications and registrations.
- ✿ **Re-enrolling?** *Contact the Extension office if you can't remember the email address on your account. Can't remember your Password? Click on the button "I forgot my Password" at <https://ok.4honline.com/>.*

Logged in - Locate the name at the bottom the "Member List" page. Click the "Edit" button to the right of name to re-enroll.

Name missing? DO NOT start a new enrollment. Look for earlier enrollment in the drop down menu labeled "ReActivate An Archived Family Member." Select name and click [ReActivate Member] or contact Extension office.

Enrollment in another family profile? Contact the Extension office to have it transferred.

- ✿ **Transferring Counties? Do not start a new family profile.** Contact the county Extension office to transfer enrollment.
- ✿ **Carefully read each screen** and AUTHORIZATION. Continue filling in information and following screen prompts.

Important things to know:

Electronic Signatures are legally binding. It is illegal for anyone besides the legal parent/guardian to sign enrollment.

Youth/Adult Personal Information Screen: When asked "Are you a Volunteer?" **ALL** youth will answer "NO." The only exception is a Teen Leader who is a "certified" volunteer.



☼ On August 1 each year, all membership (youth and volunteer) goes to *Inactive*. At that time everyone must re-enroll.

☼ **4-HOnline** is the official enrollment system for Oklahoma 4-H Youth Development. The system provides families the luxury of enrolling online and updating records from a PC or electronic hand-held device.

We encourage all families to become familiar with the various **4HOnline** features.

4HOnline is a secured database that is in compliance with the PCI Security Standards Council. Oklahoma 4-H, nor 4HOnline do not share or sell any personal information to third party vendors without your knowledge or permission.

Clubs: If affiliated with more than one club, enter each club and projects associated with that club. *One club **MUST** be selected as the member's primary club.*

Projects: Members are limited to enrolling in a total of ten projects. Cloverbuds do not have "projects."

Groups: If your county has SPIN/Project Groups they will be available in the dropdown menu.

☼ **Adding a new Family "Member"?** Select a member type, "Adult Volunteer or Youth" from the drop down menu and click [Add Member].

"Adult Volunteer" applies ONLY to new and returning "certified" volunteers, not parents. ****IMPORTANT – Refer back to "Important things to know:...Youth/Adult Personal Information Screen."**

☼ **4-H Programming Fee Payment and Invoice**

The fee is to be paid by cash/check/credit card within 30 days of enrollment or the enrollment will be deactivated/deleted.

Credit Card/Debit Card payments can ONLY be done online before enrollment is submitted. The county Extension office CANNOT take Credit Card/Debit Card payments.

Credit/Debit Card payments are charged for each individual member and cannot be generated by family.

Families Exceeding Three Enrolled Members – Multi-family Discount: *Prior to the county approving enrollment*, the Extension office is responsible for contacting the state 4-H office to zero out an invoice for any member exceeding the third youth enrollment. Please provide adequate time for the county office to submit the request.

Adult Volunteers – No program fee associated with enrollment process.

☼ **Click "Submit Enrollment"**. Once enrollment is submitted (Pending status) and youth program fee paid, the county office will review enrollment.

☼ **Communications** - Family will be kept informed of enrollment status through emails from 4HOnline. Check Junk/Trash if you are not receiving the emails. Reset filter as needed.

